

Business Advocates, Barbara Hardy and Steve Van Tighem, will be facilitating the hands on, interactive sessions with the goal of giving employers tools they can use with their employees. Workshops will be held at the Job Service Workforce Center, 1018 7th St S, 6:00 pm to 8:00 pm. Cost \$10 each, all 3 \$25.

If you need additional information or want to register for the sessions, call Barbara Hardy (406) 791-5816 or Steve Van Tighem 791-5817

Harassment in the Workplace October 18, 2005

Montana Human Rights Bureau
What is illegal harassment?
Protected Classes
"Beyond Sexual Harassment Video"
Sexual Harassment
Steps to Prevention

Investigating Harassment Complaints November 1, 2005

Employer Obligations
Harassment Policy
Complaint Procedure
Conducting an Investigation of a complaint
Sample Investigation Case Study

Documenting Employee Performance, Discipline and Corrective Action November 15, 2005

Documentation as a management tool
Elements of Documentation
Progressive Discipline vs. Corrective Action
Sample Documentation Case Study